



Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours
Monday - Friday
8:00am - 5:00pm
Plan Submittal
Accepted till 4:30pm

Municipal Code
Available online:
www.codepublishing.com/WA/LakeStevens/

FINAL SUBDIVISIONS

PLANNING & COMMUNITY DEVELOPMENT

What is a final subdivision?

- A subdivision or final plat is the final phase of a subdivision where the city reviews and approves final surveys, maps, and improvements, before the applicant/owner records the final approved survey and associated documents with the County Assessor. Recording the plat, is when the new lots are created.
- A final plat may include dedication of property and/or easements to the public for roads, parks, native growth protection areas, and other public purposes. Final plats are signed by the property owners, city and county officials, and the licensed surveyor who prepared the plat.

When do I submit my final plat?

Once the applicant/owner completes the required public improvements and the Public Works Department inspects and approves the same, an applicant can submit final plat documents.

What is the purpose of a final plat

The main objectives of a final review are (1) to ensure the required improvements have been installed to City standards, (2) surveys and documents to be recorded are complete and correct, (3) all conditions of approval have been met, and (4) all fees have been paid.

What is the process?

Final short plats approvals are [Type II administrative decisions](#), while final formal plats are [Type V City Council decisions](#)

- **Final Plat Review** – For the application to be deemed complete, the applicant provides an itemized explanation that explains how they have met each condition of approval. Once the application is complete, copies are forwarded to applicable City departments and other relevant agencies.
- **Final Plat Drawings** – After applicants have satisfactorily constructed all improvements, posted appropriate financial securities, and met the conditions of approval and the city has determined that the final plat is correct collected outstanding fees, the Planner will notify the applicant to submit a final copy of the plat (on print material acceptable to the Snohomish County Auditor's Office). You will also need to go to the Snohomish County Treasurer's and Assessor's offices to pay your taxes. Once this is done, bring the final plat with all the required signatures to the Planning Department to obtain the necessary signatures from City officials.
- **Final Plat for Formal Subdivisions** – The process for formal subdivisions (10 lots or more) is the same as outlined above, with an added step of a public meeting before the City Council. All requirements must be met prior to going to the Council for their approval. The Planner will prepare a staff report and recommendation, which you will receive prior to the actual meeting.
- **Recording** – Once approved by staff (or Council, for formal subdivision), you will be contacted by City staff to schedule a meeting at the County Auditor's Office for recording.

How much does a preliminary plat cost?

The current fee schedule sets all permits fees. There are also development and design costs for surveyors, engineers and planners hired by an applicant to complete the subdivision requirements, as well as the construction costs for required public and private site improvements.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Planning and Community Development Department for actual regulations and requirements.



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What are the rules governing final plats?

Chapter 58.17 of the Revised Code of Washington (RCW) provides the basic framework for subdivision approvals in Washington State. [Chapter 14.18 LSMC](#) details the specific City process. Some of the pertinent rules and requirements are summarized below:

- Table 14.48-I Density and Dimensional Standards identifies the minimum lot area, lot width, and setback requirements that vary by zone;
- [Chapter 14.56 LSMC](#) and the [Engineering Design and Development Standards](#) detail the standards for streets and sidewalk improvements;
- [Chapter 14.76 LSMC](#) provides the standards for significant tree retention and preservation;
- [Chapter 14.88 LSMC](#) identifies the requirements for protecting critical areas, such as wetlands, streams and steep slope;
- [Chapters 11.06 and 14.64 LSMC](#) detail stormwater and drainage requirements for development, in compliance with the Department of Ecology's Stormwater Manual for Western Washington.
- The *International Fire Code* identifies health and safety issues such as hydrant location, fire truck access requirements, and construction standards; and
- Applicants must coordinate with local and regional utility providers for power, water, phone, cable, gas and sewer requirements.

Who can I talk to at the City of Lake Stevens?

The **Planning and Community Development Department** (425) 377-3235 would be the main point of contact. This department reviews the proposal for compliance with the land use code. They also coordinate permit review with other affected departments and agencies, such as the **Public Works Department, Fire Marshal, Lake Stevens Sewer District, Snohomish County PUD, etc.**

Where can I find additional information?

For specific information on short subdivisions consult the [City's municipal code](#) or website.